



LANDAU  
FORTE  
ACADEMY  
AMINGTON

<b>Policy Name</b>	<b>Careers and Provider Access</b>
<b>Policy Number</b>	<b>AMN012</b>
<b>Date of Issue</b>	<b>September 2024</b>
<b>Reviewed by</b>	<b>Ms E Merryweather</b>
<b>Date of next review</b>	<b>September 2025</b>

## **(1) Purpose**

Careers Education & Guidance "should prepare students for the opportunities, responsibilities and experiences of adult life" (Education Reform Act, 1988). Its purpose is to enable students to develop a strategy for taking ambitious but realistic decisions about careers and implementing those decisions (CSQA & DU: CEIAG: An Evaluative Framework. DFE 1995). This process promotes equal opportunities and challenges stereotypical attitudes to education training and work because it is inclusive of all students, irrespective of their contexts, needs and interests.

The Careers Guidance in Schools regulations (2013) states that students from Year 7 to 13 are able to access Independent and Impartial Careers Guidance. The Raising of the Participation Age (RPA) states that young people are now required to participate in education or accredited training until their 18th birthday.

Landau Forte Amington is committed to enabling students to make well informed, realistic decisions about careers, and raising aspiration. Whilst participating and enjoying academic lessons, students will be encouraged to develop enterprise, employability, practical and social skills with confidence to support their future goals. Landau Forte aims to deliver and promote impartial, individually focused and quality Careers Information, Advice and Guidance (CEIAG), with the aim of enabling students to make well-informed and realistic choices, both now and in the future.

To ensure the County gets ahead and stays ahead when it comes to education, skills and employment, the Stoke-on-Trent and Staffordshire LEP identified growth potential in 10 key priority sectors, which sit centre-stage in the LEP plans for the future. Landau Forte Amington aligns strategically with these, mapping its work to the LEP priorities as well as DfE statutory Careers guidance and Gatsby Benchmarks.

Landau Forte will embed enterprise, employability, careers guidance and inspiration into the Landau Forte Amington culture and its curriculum, with a focus on regional and national employer engagement and development of structured and sustainable employer partnerships. The objective will be to ensure that LEP objectives and employer engagement are embedded in curriculum subjects, giving students opportunities to understand the application of their studies to the real world of work, the local economy and local and national business growth. There will be an annual review of provision that will be influenced by local business and the LEP, evaluating all documentation developed to ensure objectives are current and purposeful.

The IAG Co-Ordinator will remain up to date with Labour Market Information and regularly meet with other IAG Co-ordinators and Careers Advisers, in and out of the Landau Trust, to share good practice. This will include working with the LEP and inviting local employers to provide activities and to inform the curriculum. This will also include an ongoing awareness of the priority employment sectors in Tamworth and Staffordshire. The IAG Co-ordinator will also attend any training necessary to ensure Professional Development.

## **(2) Good Career Guidance Benchmarks/Gatsby Benchmarks**

The Landau Forte Tamworth Schools are working to create a progressive LEP Engagement Work Plan and a sustainable CEIAG Programme that follows the Gatsby Benchmarks and the statutory Careers guidance.

Policy Number: AMN012

Date of Issue: Sept 2024

## **Gatsby Benchmarks**

Through six international visits, analysis of good practice in English schools and a comprehensive review of current literature, a set of eight benchmarks covering different dimensions of good career guidance was identified as a blueprint of best practice. After surveying a sample of English schools and commissioning Price Waterhouse Cooper to identify the costs of implementation, Sir John Gatsby made ten recommendations about how to improve the career guidance system. From this, he created the 8 Gatsby Benchmarks:

### **The Benchmarks are:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

See DfE document “Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff”. And also “Careers guidance – Guidance for further education colleges and sixth forms.

Links:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/672418/\\_Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/_Careers_guidance_and_access_for_education_and_training_providers.pdf)

[www.gatsby.org.uk/education/programmes/good-career-guidance](http://www.gatsby.org.uk/education/programmes/good-career-guidance)

### **(3) Access and Entitlement - A Statement of Entitlement**

Within CEIAG, each student is entitled to:-

- be at the centre of the CEIAG process and the partnership between tutors and appropriate outside agencies
- opportunities to develop employability and softer skills
- a broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness
- have an awareness of the CEIAG process

Policy Number: AMN012

Date of Issue: Sept 2024

- equal opportunity and access to current, impartial information about work, training and further education
- support to gain direct experience of the world of work
- access to individual, impartial and informed careers guidance
- a non-judgmental, open approach - to be listened to
- exposure to employers, in particular within LEP priority sectors – see below:

#### **(4) Implementation and Delivery of CEIAG**

- Every student will have the opportunity and will understand how to access a one- to-one appointment with an IAG Co-ordinator through the following routes:
  - Staff request
  - Email/Classcharts
  - Face-to-face
- Year 11 students will receive at least one compulsory guidance appointment with a qualified careers adviser.
- Support will be given by Personal Tutors and Careers Lead for all applications
- Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.
- Careers information and employment application information to be delivered as part of PSHE Tutorials, organised events, workshops, fairs and via electronic correspondence. IAG Staff will also be available at open events and parent consultation evenings.
- The Careers Education Programme will be organised by the appointed Landau Forte Amington Careers Leader and other appropriate staff. This will include input from local and national employers, the local council, the LEP, Further, Higher Education and Training providers and other appropriate individuals. This will be reviewed annually.
- Each student will have access, at home or within the Academy, to careers software and assessment tools with their own individual log-ins.
- Students will be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.
- Where appropriate students will have access to support in preparation for the transition from secondary or sixth form to next destinations.
- When necessary, there will be contact with parents/carers to support applications and transition arrangements.

Policy Number: AMN012

Date of Issue: Sept 2024

- External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.
- The Careers Leader and the Data Team will maintain and oversee the tracking data of leavers.
- The IAG Co-ordinator and the Data Team will liaise with Staffordshire County Council to notify of any leavers and destinations in order to meet local authority requirements.
- All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.

## **(5) The Careers Programme**

Information, Advice and Guidance is overseen by a qualified Careers Adviser and a Senior Leader. It will be delivered from Year 7 to 11. It will include the following:

- Students in Years 7-11 will start to complete a Careers Profile which will follow them throughout school. This will prompt them to think about the skills they are developing, information they have received, and trips they have engaged in, to encourage thinking about careers.
- Year 7 will be introduced to Careers support within secondary school to support them within their Amington journey. Students will identify their skills and strengthen their understanding of the importance of them both in school and beyond school life. Students identify their individual values and how education and career planning can help accomplish their goals.
- Students in Year 8 develop their knowledge of Labour Market Information through provider visits. They will explore opportunities available to them within study and employment.
- All Year 9 students will focus on decision making as students prepare for making decisions around their Key Stage 4 option choices. Students will explore lifestyle, budgeting and a good work / life balance whilst developing economic awareness. Students within Year 9 strengthen their awareness of both further and higher education which includes apprenticeship opportunities.
- Year 10 students experience work from the application process through to work shadowing. Students will have a deeper focus on transferable skills through interview practice and understand the importance of upskilling and self-promotion.
- All Year 11 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and parents/carers will have an open invite to attend or arrange meetings with the IAG Co-ordinator
- Year 11 students will have a clear understanding of the opportunities available to them after leaving and how to access them  
The RONI (Risk of NEET Indicator) will be identified from Year 9 upwards and will receive targeted input in conjunction with Staffordshire County Council
- Year 11 students will be expected to have been interviewed and received offers by June. They will be tracked and offered ongoing support from the IAG co-ordinator until the end of the academic year. Support will be put in place at local colleges and with Staffordshire County Council through the summer for RONI students
- Intended destinations will be passed to the Local Authority when requested
- Relevant trips will be arranged throughout Year 7 to 11 to encourage raised aspirations and informed decision making. Visits will take place to destinations such

as universities, local companies, national companies, learning providers and careers shows

- Wherever possible, curriculum will be relevant to the working world with advice and input from local businesses
- All Landau students will have access to open a free on-line account on a Careers assessment and information website which they may use at home or in school
- All students from Year 7 to 11 will participate in PSHE sessions during the Tutorial programme which will prompt them to think about the skills they are developing, information they have received, trips they have engaged in and to think about their future career paths.
- Wherever possible the academies will work with local providers, employers and external providers in line with The Provider Access Legislation see below to support student understanding of future opportunities and provoke thinking on a wide range of ideas

## (6) Employer Engagement

Landau Forte Tamworth aim to engage at least one employer who will be linked to each curriculum area for activities such as interview techniques, work place visits, embedding real life activities from the work place into the classroom, assemblies and work experience etc.

Employers we already have contacts for are listed below however we are very much interested in hearing from employers who would like to work with us (see the PAL in The Careers Policy for more details):

Shire Leasing  
Springpod  
ASK Apprenticeships  
NHBC  
Central Hub Logistics  
NHS  
First Class Technologies  
Golddust Marketing  
Legionella and Firesafe Services  
M Hall Management Limited  
Maximity Ltd  
Palletways Ltd  
Premium Sales Consultancy Limited  
Ripple HR  
The George Hotel  
Verian Business Solutions  
Bellway  
M&G

### **Interested employers please contact a member of the IAG Team:**

Emma Merryweather, Careers Leader [emerryweather@lfata.org.uk](mailto:emerryweather@lfata.org.uk)  
Lyndsey Amos, AAP [lamos@lfata.org.uk](mailto:lamos@lfata.org.uk)

From Year 7 upwards, we deliver a range of activities throughout each year to inspire and create thinking about careers, which may include any of those listed below. The activities listed are mapped to the Gatsby Benchmarks and South Staffordshire Local Enterprise

Policy Number: AMN012

Date of Issue: Sept 2024

Partnership priorities. We are interested in contact from external organisations who may like to work with our students, please use the contacts listed on the previous page and on the Careers Policy:

### **Year 7-**

- Careers software Unifrog launch with full introduction as well as parent / carer sign up
- Students have access to impartial advice from Careers Advisor through drop in sessions during lunch and after school
- Encounters with employers through assemblies and workshops several times throughout the academic year
- Students will benefit from lessons and workshops connected to each curriculum subject to highlight the relevance of subjects for various careers
- STEM workshops and focus within Year 7 to highlight the link between these subjects and careers
- Further and Higher Education encounters
- Careers booklets to complete during PSHE / Form time
- Skills Builder is embedded within the careers plan to build on essential skills and track progress
- Students will reflect on their transition from Primary to Secondary to develop skills for their transition after secondary

There will be a Careers link in subjects studied

### **Year 8-**

- An employer visit for students to work together through a series of challenges based on real-life scenarios that employees face in their day to day jobs. A real focus on employability skills.
- Students are introduced to employability skills through enterprise challenges and opportunities in different subjects
- Students record activities and progress on their careers software Unifrog
- Students should begin to think about GCSE options in terms of career pathways and plan their future within school and post 16
- Further and Higher Education encounters
- Careers booklets to complete during PSHE / Form time
- Skills Builder is embedded within the careers plan to build on essential skills and track progress

- Students have access to impartial advice from Careers Advisor through drop in sessions during lunch and after school
- Encounters with employers through assemblies and workshops several times throughout the academic year
- Students will benefit from lessons and workshops connected to each curriculum subject to highlight the relevance of subjects for various careers
- There will be a Careers link in subjects studied

### **Year 9-**

- Students will benefit from visits from further education providers to ensure they have a full understanding of technical pathways and apprenticeships as well as A Levels
- All students will be offered a University / Higher Education day where students can tour a campus, experience lectures and receive first-hand information regarding University life
- Encounters with employers through assemblies and workshops several times throughout the academic year
- Students explore budgeting whilst developing economic awareness
- Students have optional access to a registered Careers Adviser via drop in sessions. They are also encouraged to use careers resources such as Unifrog, Springpod and links on the LFATA careers page
- Parents/Carers have access to a Careers Adviser at Parent/Carer evenings
- There will be a Careers link in subjects studied
- External targeted guidance support for students with Education Health Care Plans
- Students will benefit from lessons and workshops connected to each curriculum subject to highlight the relevance of subjects for various careers
- Skills Builder is embedded within the careers plan to build on essential skills and track progress
- Access to the LFATA Careers fair with FE/HE and employers



### Year 10-

- Students will undertake an employment project where they apply for a job, interview for the role and then complete a task for the company. The experience is completed with students visiting the employer and seeing the world of work first hand
- Students will benefit from visits from further education providers to ensure they have a full understanding of technical pathways and apprenticeships as well as A Levels
- Unifrog is used to complete student CV's to add to their portfolio
- Springpod is used for students to gain a series of certificates within employability and professional skills as well opportunity to complete virtual work experience packages
- Skills Builder is embedded within the careers plan to build on essential skills and track progress
- Students have optional access to a registered Careers Adviser via drop in sessions. They are also encouraged to use careers resources such as Unifrog, Springpod and links on the LFATA careers page
- Parents/Carers have access to a Careers Adviser at Parent/Carer evenings
- There will be a Careers link in subjects studied
- External targeted guidance support for students with Education Health Care Plans
- Students will benefit from visits from further education providers to ensure they have a full understanding of technical pathways and apprenticeships as well as A Levels
- Access to the LFATA Careers fair with FE/HE and employers
- External targeted guidance support for students with Education Health Care Plans

### Year 11

- Students are helped with post 16 choices and encouraged to consider all their options including further study in college, 6th form, technical education and apprenticeships
- Access to the LFATA Careers fair with FE/HE and employers
- Parents/Carers have access to a Careers Adviser at Parent/Carer evenings
- There will be a Careers link in subjects studied

- External targeted guidance support for students with Education Health Care Plans
- A 1:1 with a Level 6 qualified Careers Adviser
- Students are encouraged to attend careers talks, fayres, college open days and taster days. Information and notifications will be communicated through student messaging, assemblies and posters
- Revision skills and techniques workshops with Higher Horizons to encourage confidence and a work / life balance
- Personal statements workshops within form time and PSHE
- Springpod is used for students to gain a series of certificates within employability and professional skills as well opportunity to complete virtual work experience packages
- Students are assisted further with CV writing

## **(7) Provider Access Legislation**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Landau Forte Academy Amington is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Landau Forte Academy Amington is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Landau Forte Academy Amington endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

The Landau Forte Academy Amington policy for Access to other education and training providers has the following aims:

Policy Number: AMN012

Date of Issue: Sept 2024

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Landau Forte Academy Amington fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies, Careers Markets, FE workshops, Employer Networking Events, Apprenticeship workshops and assemblies, Employer talks and Employer workshops.

This policy has been developed and is reviewed annually by the Careers Leader (Emma Merryweather) and Line Manager (Michelle Corrigan) based on current good practice guidelines by the Department for Education.

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Landau Forte Academy Amington is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access should be directed to Emma Merryweather, Careers Leader. Emma Merryweather may be contacted by telephone or email, [emerryweather@lfata.org.uk](mailto:emerryweather@lfata.org.uk), Tel 01827301800.

Access will be given for providers to attend during school assemblies, Careers Markets, Employer Talks, Training Workshops and Employer Workshops Landau Forte Academy Amington is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Landau Forte Academy Amington.

Landau Forte Academy Amington will provide an appropriate room such as the theatre, sports hall or large classroom to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by Careers Lead who will facilitate.

Landau Forte Academy Amington will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the theatre. Technology checks in advance will be required to ensure compatibility of systems.

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

The Careers Leader coordinates all provider requests and is responsible to her senior management line manager.

Policy Number: AMN012

Date of Issue: Sept 2024

Any complaints about this policy should be raised to Emma Merryweather, email: emerryweather@lfata.org.uk

Emma Merryweather will raise the complaint to Andrew Deen, Principal of Landau Forte Academy Amington

The Policy is monitored and evaluated annually via SLT and Emma Merryweather  
Policy Coordinator: Emma Merryweather

**Providers who have been invited into Landau Forte Academy Amington to date include:**

Shire Leasing

Springpod

ASK Apprenticeships

Chameleon

NHBC

Central Hub Logistics

NHS

First Class Technologies

Golddust Marketing

Legionella and Firesafe Services

M Hall Management Limited

Maximity Ltd

Palletways Ltd

Premium Sales Consultancy Limited

Ripple HR

The George Hotel

Verian Business Solutions

Bellway

M&G

South Staffordshire College

Policy Number: AMN012

Date of Issue: Sept 2024

Birmingham Metropolitan College

ASK Apprenticeships

Landau Forte Sixth Form

Burton College

King Edwards 6<sup>th</sup> Form College

**Destinations of previous pupils from INSERT Name of School include:**

South Staffordshire College

Birmingham Metropolitan College

Landau Forte Sixth Form

Burton College

King Edwards 6<sup>th</sup> Form College

Polesworth Sixth Form

Tamworth FC

Birmingham Ormiston Academy

## **(8) IAG Development**

The Careers Lead communicates with careers staff from all other secondary and further education providers in Tamworth to discuss issues relating to delivering CEIAG in the region, and to work together to organise events and activities. The Careers Lead will also attend training and conferences, where appropriate, to ensure knowledge is up to date. The Careers Lead is line managed by a member of the Senior Leadership Team who meet regularly.

The Careers Leader will attend regular meetings with the LEP and be a leading figure in an annual review of policies, procedures and employer links.

The Careers Leader will support all staff to engage with external providers and employers.

Any questions related to Careers, Enterprise and any other item mentioned in this document please direct to the IAG Team:

Lyndsey Amos [lamos@lfata.org.uk](mailto:lamos@lfata.org.uk)

Emma Merryweather, Careers Lead [emerryweather@lfata.org.uk](mailto:emerryweather@lfata.org.uk)

## (9) Provider Access

As part of Landau Forte Amington commitment to informing our young people of the full range of learning and employment routes available to them, we welcome input from all training, vocational education and apprenticeship providers to speak with students and will also approach these partners ourselves when planning and organising key careers events throughout the Academy year.

We hold several highly effective events and activities, which allow providers the opportunity to speak to students - both individually and in groups. These events are usually held within the Academy day/timings, with facilities, parking and registration details emailed to exhibitors in good time prior to the event. Enquires about these events can made to Emma Merryweather, ([emerryweather@lfata.org.uk](mailto:emerryweather@lfata.org.uk)). We also have a number of whole year group assembly slots that give providers an opportunity to present their offer to students. These are 30-minute slots to between 150 and 200 students, delivered in a suitable presentation room with a projector and speakers for sound; assemblies are usually on offer throughout the academic year. If you are a provider and would like to enquire on the availability of these slots, please email our Careers Lead, using the details above.

We will request details of the training, vocational or apprenticeship provider that is represented, the aim of the presentation, target year group and names of the representatives visiting the Academy. If the email is notification of an event at an off-site venue, please include timings of the day; a list of other invited schools and providers; any accessible funding streams for transport costs and a visit risk assessment of the venue.

Wherever possible, all requests should be emailed at least 6 weeks (an Academy half term) in advance of an expected date for the planned session. We will give careful consideration to all requests.

We will provide clear instructions before the event on visitor parking; visitor registration; a contact member of staff and their contact details; the teaching room or other venue to be used at the session and the presentation facilities this space offers. Should you require any other support from the Academy, please advise in advance.

As part of our wider CEIAG policy, the range of careers provision for students is reported every academic year to Senior Staff and the Governing Body.

We look forward to welcoming Providers to our Academy.



LANDAU  
FORTE  
CHARITABLE  
TRUST